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26 March 1971

MEMORANDUM FOR: Administrative Officer, O/DCI

SUBJECT : Proposed Adjustment of the Clerical T/O
of the CIA Historical Staff

1. This memorandum requests certain changes in the clerical positions of the CIA Historical Staff, in order to improve the quality of finished histories.

2. The Historical Staff now has clerical and semi-professional positions, as follows:

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The senior positions are filled at the ceiling of the position and the junior positions are presently occupied by GS-5 incumbents.

3. The clerical work load of the Historical Staff consists of the following activities ranked in order of importance:

a. Typing and proofing of projects in the Historical Program (finished histories and research aids).

b. Typing and proofing of cards for the Historical Staff Source Index.

c. Typing of correspondence and administrative memoranda for the Chief, Deputy Chief, Historical Officers, Senior Editor, and Documents Officer (seven professionals).

d. General office work (including file maintenance, handling of mail, xeroxing, taking telephone calls, and the like).

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4. Most of the time of the clerical personnel of the Staff is devoted to function a. The typing and proofing of projects in the Historical Program. This responsibility is also the most demanding of the clerical activities because of the importance of the final product being accurate and also attractive in appearance. The skills required of the typists are comparable to the skills required of legal and medical secretaries, or of publications typists in ONE, OER, OSR, and the DDS&T. These requirements include the ability to type letter-perfect copy rapidly and with a minimum of retyping. Implicit in this requirement is the ability to detect errors in the copy and to interpret correctly ambiguities in handwritten manuscripts as well as editorial notations.

5. The present incumbents in these positions are excellent typists, who type neatly and rapidly, although they have not had previous publications typing experience. Under the guidance of the Senior Editor they are being trained as publications typists. The manuscript typing load is equally distributed between three of the four typists. They type the initial and final copy of histories in the Overall portion of the Historical Program, and as time is available, support the typing of histories in the DDI, DDS, and DDS&T. CS histories are typed by contract typists provided by the CS, under the control of the CS Historical Officer. The secretary (GS-7) serves primarily as secretary to the CS Historical Officer and the Documents Officer of the Historical Staff, but also assists in proof-reading historical manuscripts.

6. At present the typists proofread the manuscripts which they type, usually in teams of two. Because of the demanding nature of the work, the wide range of subject matter, and the educational limitations of the secretaries, the proofreading operation is not as reliable or efficient as required. To achieve the needed reliability, senior professionals must reread all finished manuscript, which makes uneconomic use of the time of the small number of professionals on the Staff.

7. Consideration has been given to requesting the allocation of a competent and experienced proofreader to the Staff. This proposal is not recommended at this time,

because the Staff is too small to utilize such a professional efficiently on a full time basis. Instead, it is believed that typists should be recruited who have sufficient seniority, experience, educational background, and training, to function both as publications typists and as proofreaders.

8. To meet this requirement it is requested that the authorized incumbency of the GS-8 position be increased [] persons and that the authorized incumbency of the GS-6 position be reduced [] to permit the recruitment of an experienced publications typist or a person with comparable experience and skills.

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Howard M. Ehrmann
Chief, CIA Historical Staff